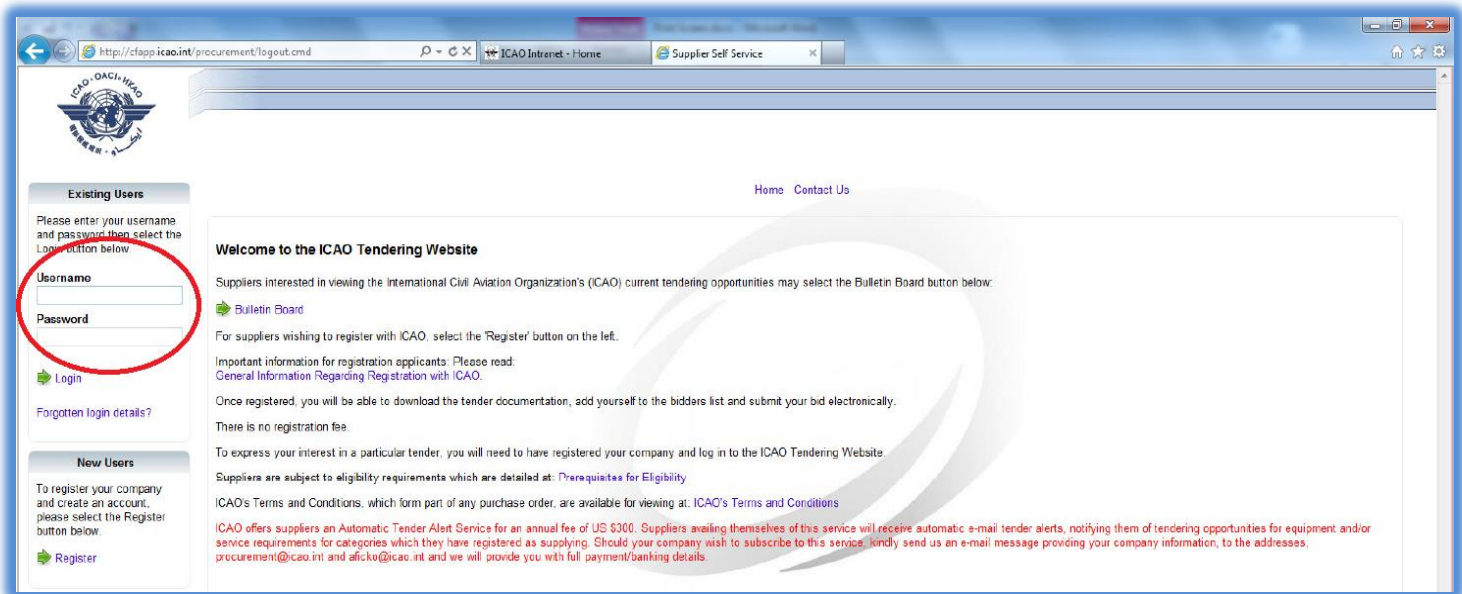


## INSTRUCTIONS ON HOW TO UPLOAD A SEALED TENDER SUBMISSION ON ICAO TENDERING WEBSITE

**STEP 1:** Go to [www.icao.int/procurement](http://www.icao.int/procurement) and logon to ICAO tendering web site using your credentials: ***Username and Password***



The screenshot shows the ICAO Tendering Website login page. The browser address bar displays <http://cfapp.icao.int/procurement/logout.cmd>. The page features the ICAO logo in the top left corner. On the left side, there is a sidebar with the following sections:

- Existing Users:** A section with the text "Please enter your username and password then select the Login button below." It contains two input fields labeled "Username" and "Password", both of which are circled in red. Below these fields are links for "Login" and "Forgotten login details?".
- New Users:** A section with the text "To register your company and create an account, please select the Register button below." It contains a "Register" button.

The main content area on the right is titled "Welcome to the ICAO Tendering Website". It contains the following text:

Suppliers interested in viewing the International Civil Aviation Organization's (ICAO) current tendering opportunities may select the Bulletin Board button below.

[Bulletin Board](#)

For suppliers wishing to register with ICAO, select the 'Register' button on the left.

Important information for registration applicants: Please read: [General Information Regarding Registration with ICAO](#).

Once registered, you will be able to download the tender documentation, add yourself to the bidders list and submit your bid electronically.

There is no registration fee.

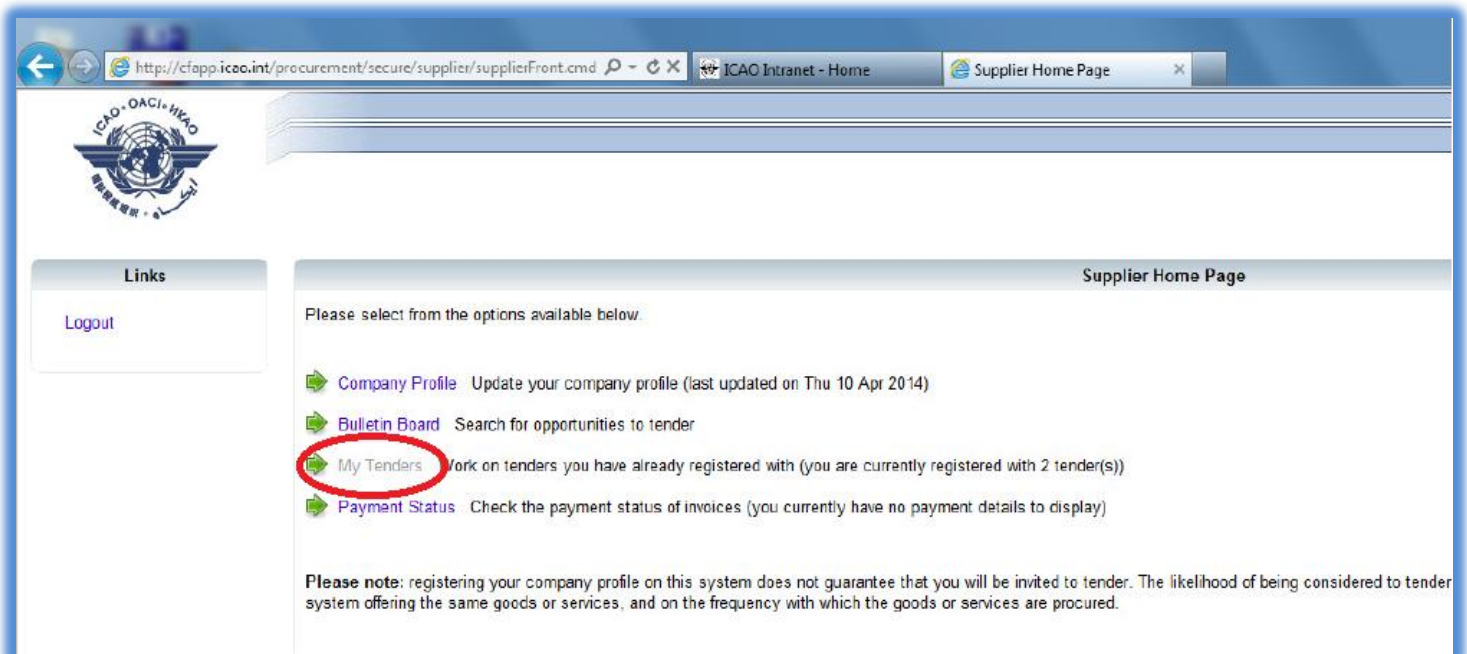
To express your interest in a particular tender, you will need to have registered your company and log in to the ICAO Tendering Website.

Suppliers are subject to eligibility requirements which are detailed at: [Prerequisites for Eligibility](#)

ICAO's Terms and Conditions, which form part of any purchase order, are available for viewing at: [ICAO's Terms and Conditions](#)

ICAO offers suppliers an Automatic Tender Alert Service for an annual fee of US \$300. Suppliers availing themselves of this service will receive automatic e-mail tender alerts, notifying them of tendering opportunities for equipment and/or service requirements for categories which they have registered as supplying. Should your company wish to subscribe to this service, kindly send us an e-mail message providing your company information, to the addresses, [procurement@icao.int](mailto:procurement@icao.int) and [aficko@icao.int](mailto:aficko@icao.int) and we will provide you with full payment/banking details.

**STEP 2:** Click on link ***My Tenders***



The screenshot shows the ICAO Supplier Home Page. The browser address bar displays <http://cfapp.icao.int/procurement/secure/supplier/supplierFront.cmd>. The page features the ICAO logo in the top left corner. On the left side, there is a sidebar with the following sections:

- Links:** A section with a "Logout" link.

The main content area on the right is titled "Supplier Home Page". It contains the following text:

Please select from the options available below.

- [Company Profile](#) Update your company profile (last updated on Thu 10 Apr 2014)
- [Bulletin Board](#) Search for opportunities to tender
- [My Tenders](#) Work on tenders you have already registered with (you are currently registered with 2 tender(s))
- [Payment Status](#) Check the payment status of invoices (you currently have no payment details to display)

Please note: registering your company profile on this system does not guarantee that you will be invited to tender. The likelihood of being considered to tender system offering the same goods or services, and on the frequency with which the goods or services are procured.

**STEP 3:** Click on the link for the sealed tender you have already registered for: in this example **12500576 E-RECRUITMENT SYSTEM**

**My Tenders**

[View eliminated tenders](#) | [View declined tenders](#)

Tenders you are actively working on are listed below. You are currently viewing 2 active tender(s).

View: ☒ Engagement | ☒ Bid | ☒ Under Evaluation | [Refresh Results](#)

Tender	Stage	Organizations
12500576: E-RECRUITMENT SYSTEM E-RECRUITMENT SYSTEM	Submission of Sealed Tender	ICAO - CC
12500518: Recruitment Agencies Services of a Placement Agency	Under Evaluation	ICAO - CC

**Other Tenders Matching my Profile**

Sorry, no tenders were found matching your company profile.

**Links**

- [Home](#)
- [Company Profile](#)
- [Bulletin Board](#)
- My Tenders**
  - [Help](#)
  - [Logout](#)

**Key**

- ★ Indicates that the deadline is more than a month away.
- ★ Indicates that the deadline is less than a month away.
- ★ Indicates that the

**STEP 4:** Click on link **Submit Documentation**

**Notice for 12500576: E-RECRUITMENT SYSTEM**

**Notice Summary**

Ref / Title	12500576: E-RECRUITMENT SYSTEM (ICAO - CC)
Description	E-RECRUITMENT SYSTEM
Stage	Submission of Sealed Tender
Deadline	Thu 29 May 2014 at 16:00
Procedure	Sealed Tender (ST)

[Click here to view full Notice including documentation](#)

**My Status**

You are the main point of contact from your company for this procurement exercise.

You are registered for this procurement exercise.

You have not yet responded to this procurement exercise.

**What next?**

- ⚠ You are required to submit documentation by 16:00 on Thu 29 May 2014.
- ⚠ You are required to provide quotes for this procurement exercise.

[Submit Documentation](#)

[Provide Quotes](#)

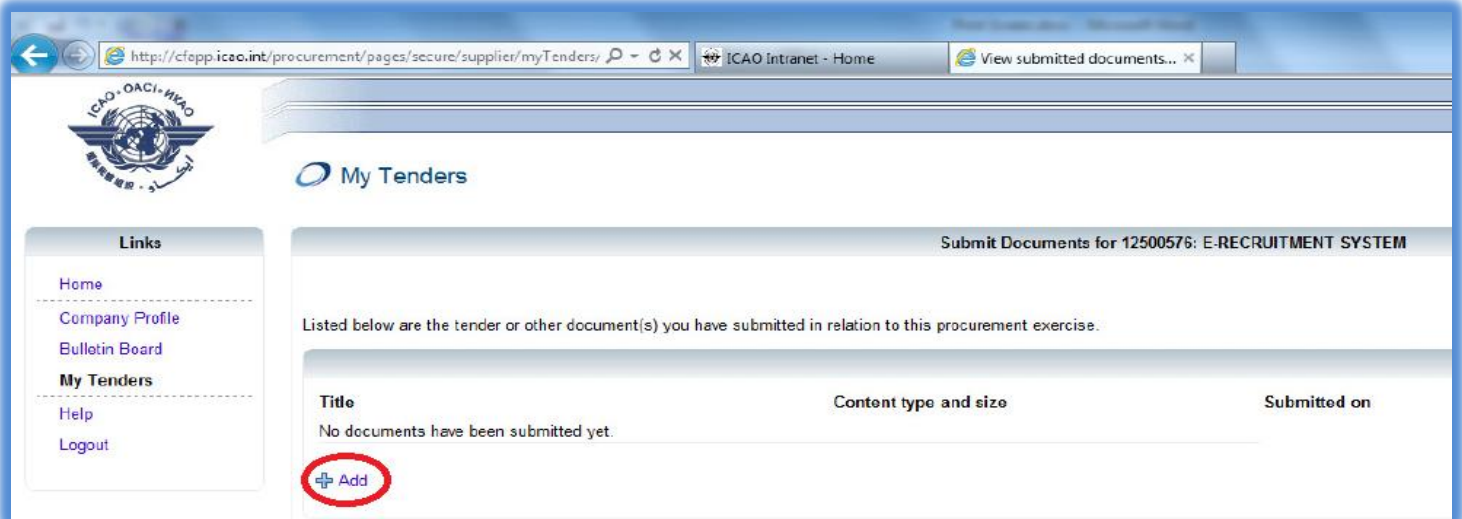
**Time to Deadline**

Thu 29 May 2014 at 16:00

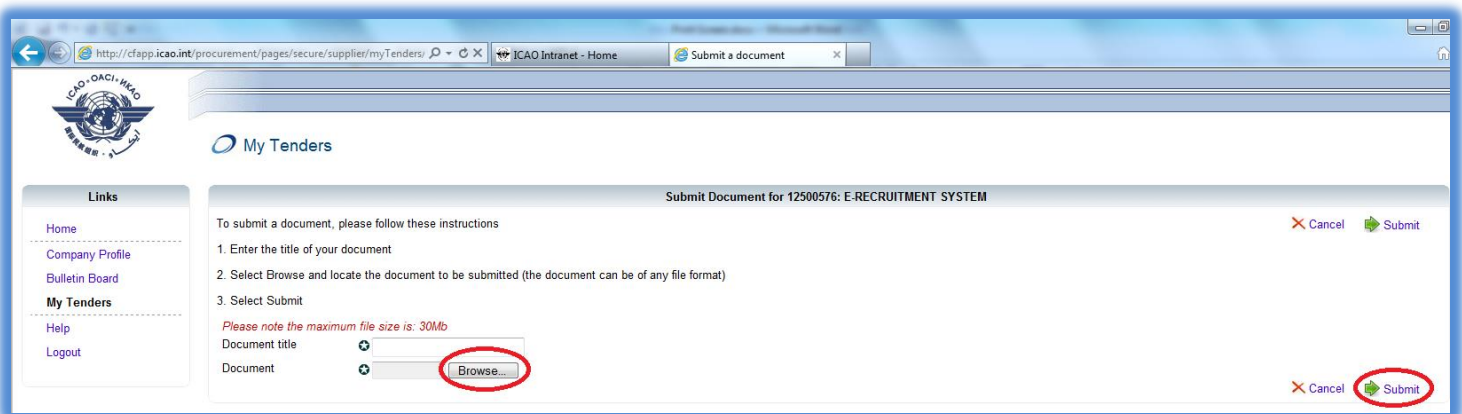
13 day(s)  
23 hours(s)  
4 minute(s)  
51 second(s)

[Refresh](#)

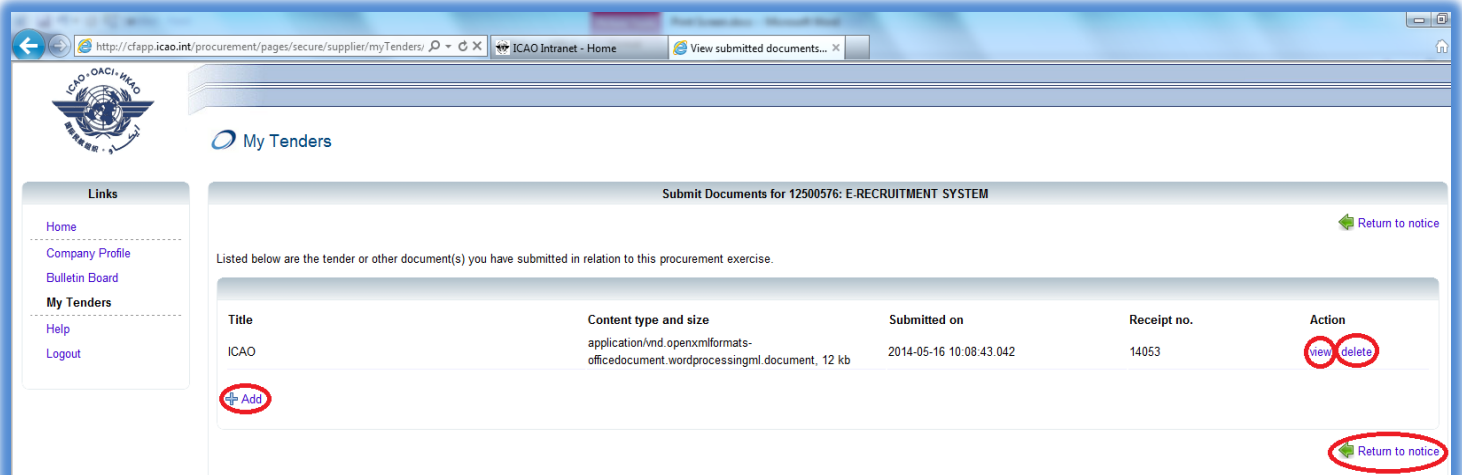
STEP 5: Click on link **+Add** to add an electronic copy of your offer



STEP 6: Click on button **Browse** to locate the electronic file you want to upload for the tender. Once the document is located, selected and the document title is assigned, please click on **Submit**.



STEP 7: The following window appears when file upload is completed. You may click on **+Add** to upload another file(s); click **view/delete** to view or delete the uploaded file or **Return to Notice** if you have finished with uploading.



**STEP 8:** The following window appears after you have completed all uploads and clicked on *Return to Notice* in the previous screen.

The screenshot shows a web browser window with the URL <http://cfapp.icao.int/procurement/pages/secure/supplier/myTenders>. The page is titled "My Tenders" and displays details for "Notice for 12500576: E-RECRUITMENT SYSTEM".

**Left Sidebar:**

- Links:** Home, Company Profile, Bulletin Board, My Tenders (highlighted), Help, Logout.
- Time to Deadline:** Thu 29 May 2014 at 16:00, 13 day(s), 5 hours(s), 43 minute(s), 41 second(s), Refresh.

**Main Content Area:**

**Notice Summary**

Ref / Title	12500576: E-RECRUITMENT SYSTEM (ICAO - CC)
Description	E-RECRUITMENT SYSTEM
Stage	Submission of Sealed Tender
Deadline	Thu 29 May 2014 at 16:00
Procedure	Sealed Tender (ST)

[Click here to view full Notice including documentation](#)

**My Status**

You are the main point of contact from your company for this procurement exercise.

You are registered for this procurement exercise.

You have submitted the following documents:

- ICAO (application/vnd.openxmlformats-officedocument.wordprocessingml.document) 12 kb

**What next?**

You can review and resubmit your tender at any time up until 16:00 on Thu 29 May 2014.

**You can also:**

Ask a question if you require clarification from the procuring organisation.

View all messages including clarification questions and answers relating to this procurement.

Change the main point of contact in your company for this procurement exercise.

Decline interest in responding to this procurement exercise.

**Actions:**

- [Review or Resubmit Tender Documentation](#)
- [Provide Quotes](#)
- [Raise a clarification question](#)
- [View Messages](#)
- [Change Contact](#)
- [Decline interest](#)

**Buttons:**

- [Return to My Tenders](#) (circled in red)
- [Return to My Tenders](#) (bottom right)

This will complete uploading of your offer in response to a tender. Please note that you may edit your submission by removing the uploaded files or adding another file(s) until the closing date and time set for submission of the tender. The closing time refers to Montreal Time (Eastern Time, US & Canada).

Please note that the maximum individual file size allowed is 30 MB (30,000,000 bytes).